



United States Department of the Interior


OFFICE OF THE SECRETARY
Washington, DC 20240



JUL 28 2005

OCIO DIRECTIVE 2005-011

To: Heads of Bureaus and Offices

From: W. Hord Tipton 
Chief Information Officer

Subject: Information Technology (IT) Investment Document Consolidation
Due Date: August 26, 2005

Purpose:

The objective of this directive is to establish a centralized repository of project artifacts. Having a centralized repository of project artifacts will reduce the number of data calls and provide a streamlined and consistent approach. This directive requires bureaus and offices to provide specific investment and project artifacts, which support major and non-major IT investments, to the Office of the Chief Information Officer (OCIO). We currently use eCPIC as the authoritative source for all our IT investments; it will also serve as the portfolio management repository for these artifacts until further notice.

Background:

The Department of the Interior continues to assess organizational key practices based on the Government Accountability Office (GAO) Information Technology Information Management (ITIM) framework for assessing and improving process maturity. The ITIM maturity stage 2, "Building the Investment Foundation," addresses critical processes and activities that the organization must clearly define, practice and align to executive decisions. Evidence to support claims of achieving a level of maturity must also be documented and maintained.

The centralization of project and investment artifacts will further us along the ITIM maturity model. eCPIC will serve as the project tracking system identified as one of the key practices in ITIM maturity.

Requirements:

It is the policy of DOI to use the eCPIC Resources Library to provide a single source for uploading and maintaining pertinent IT Investment artifacts. As referenced in the CPIC Guide this includes but is not limited to the following six documents:

- Operational Analysis (OA)
- Post Implementation Review (PIRs)
- Project Charters
- Project Plans
- Quarterly Control Reports
- Corrective Actions Report (CAR)

Any other project artifact that has been produced for the investment in support of the CPIC process or as part of a development project may also be stored as a reference document.

Scope:

This Directive applies to all Departmental and bureau IT investments, both major and non-major, as well as any projects that support those investments.

Time Frame:

The initial load of referenced artifacts must be in eCPIC by August 26, 2005. Bureaus without access to eCPIC should send soft copy files of their artifacts on CD to the OCIO, Attention: Portfolio Management Division.

After the initial load has been completed, it is the responsibility of the investment manager to maintain the most current version. The Department will notify the bureau or office capital planner prior to pulling artifacts. Bureau and offices should ensure the most current version is sent (for off-line bureaus and offices) or uploaded into eCPIC by the date the artifacts will be pulled by the Department.

Specific procedures for uploading to eCPIC can be found on Attachment 1.

Contact:

For further information on the IT investment management or DOI's IT CPIC process, please call the Portfolio Management Division (PMD) in the OCIO at (202) 208-4109 or email PMD at OS_PIO_CPIC.

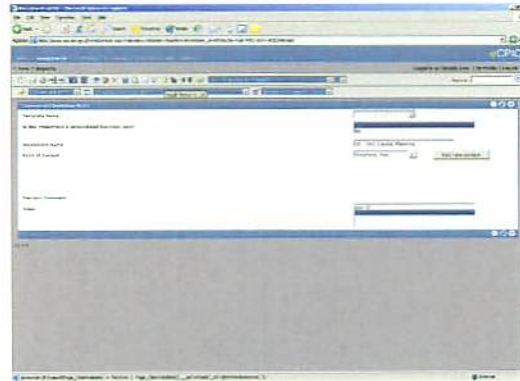
cc: Bureau and Office Chief Information Officers
Bureau Capital Planning Coordinators

Attachment 1

Procedures for Uploading Project Artifacts into eCPIC:

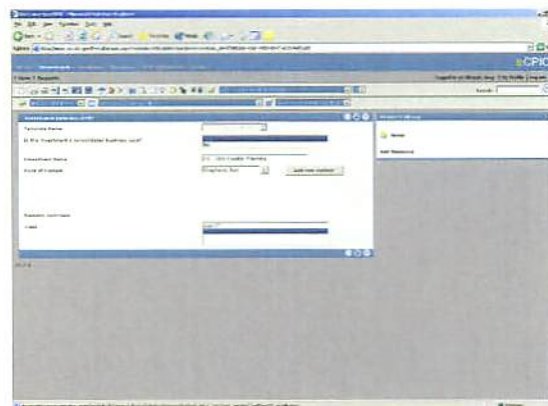
Step One:

- Sign on to eCPIC and open the specific investment
- While in the investment, toggle to the Resource Library.



Step Two:

- Click on Add Resources.



Step Three:

- Complete the Resource Title, Author, and Resource Description categories.
- Click on Browse and select the document from your files.
- Click Add.

